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19 SEP 1961

MEMORANDUM FOR : Chairman, CIA Career Council

SUBJECT : Fitness Reporting

1. You will recall that at the meeting of the CIA Career Council on 25 May 1961, it was agreed that during this coming year a report on Fitness Reporting should be made to the Council.

2. In this respect, I should like to call to your attention the practice of stamping Fitness Reports with statements to the effect that the Report has been prepared in conformance with the evaluative standards of an Office or Division. This practice seems to be increasing. To date, FE Division, the Operational Services Division, the Office of the Comptroller and the Office of Communications have adopted it.

3. To me, such a practice is harmful to the efforts being made to educate our managers in the proper use of the Fitness Report. I feel that this unilateral expression of standards carries the implication that Agency standards are questionable and that the individual office has, therefore, found it necessary to develop standards differing from those in use elsewhere throughout the Agency.

4. I think consideration of this practice should be included in the report to be made to the Council. We should, of course, continue our efforts to educate supervisory personnel in the use of the Fitness Report, but, at the same time, we should take proper steps to discourage the development by individual components of standards which appear to set them apart from the rest of CIA.

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